

# BOARD OF COUNTY COMMISSIONERS MEETING MINUTES

Monday, April 1, 2019  
County Commission Chambers  
945 North Temple Avenue  
Starke, FL 32091

Regular Meeting and Workshop on Road Department  
9:30 a.m.



**PRESENT:** Commissioner District 5 Chairman Frank Durrance  
Commissioner District 3 Vice-Chairman Chris Dougherty  
Commissioner District 1 Commissioner Ross Chandler  
Commissioner District 2 Commissioner Kenny Thompson  
Commissioner District 4 Commissioner Danny Riddick

**ALSO PRESENT:** Brad Carter, County Manager; Rachel Rhoden, Deputy County Manager; Will Sexton, County Attorney; Ray Norman, Clerk of Courts; Jim Farrell, Finance Director; Marlene Stafford, Deputy Clerk; Mark Crawford, Press; Jerome Kelley, County Engineer; Dean Bennett, Facility Maintenance Director; Chip Ware, Fire Chief; Kelly Canady, Community Development Director; Bennie Jackson, Solid Waste and Mosquito Control Director; Pam Whittle, Chamber President; Lt. Ray Shuford; Robert Perone, Library Director; Tammy Still, Legislative Aide; Allen Parrish, Emergency Medical Services Director; Jason Dodds, Road Superintendent; Rod Crawford, Building Official; Sheriff Smith; Scott Koons, NCFRPC Director.

**CALL TO ORDER:** Chairman Durrance called the meeting to order at 9:30 a.m.

## 1. PUBLIC COMMENTS ([Forms](#)):

Chairman Durrance recognized the following individuals who presented comments on the subject matter(s) noted:

### Kathy Still:

- Procedures for public comments.
- Cypress Run boat ramp project.
- The number of emergency items considered by the Board.

**Carol Mosley** ([Written Statement](#)): Onsite Environmental Consultants (OEC) and HPS.

### Paul Still:

- Procedures for public comments.
- Cypress Run boat ramp grant.



**2. CONSENT AGENDA**

- A. CAREERSOURCE NORTH CENTRAL FLORIDA RENEWAL APPLICATION FOR COMMISSIONER ROSS CHANDLER**
- B. CDBG SATISFACTION OF MORTGAGE (Mack)**
- C. CDBG SATISFACTION OF MORTGAGE (Starling)**
- D. MINUTES OF 03-04-19 REGULAR MEETING**
- E. CONTRACT SERVICES WITH PRESTIGE ELECTRIC, INC. (low quote) FOR INSPECTION, MAINTENANCE AND REPAIRS OF THE LIBRARY FIRE ALARM SYSTEM - \$1,360.00**
- F. CONTRACT SERVICES WITH PRESTIGE ELECTRIC, INC. (low quote) FOR INSPECTION, MAINTENANCE AND REPAIR OF THE LAWTEY FIRE STATION FIRE ALARM SYSTEM - \$1,360.00**
- G. APPROVE LETTER TO SCOTT KOONS, EXECUTIVE DIRECTOR, NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL, REGARDING DRAFT AMENDMENT TO SECTION 14.6, LAND DEVELOPMENT REGULATIONS FOR BRADFORD COUNTY, FLORIDA.**

*Commissioner Chandler moved, seconded by Vice-Chairman Dougherty, and **carried 5-0, to approve the [Consent Agenda](#).***

**3. PAYMENT OF BILLS—Commissioner Chandler:**

*Commissioner Chandler moved, seconded by Commissioner Thompson, and **carried 5-0, to approve payment of the bills.*** (The Distribution List is on file in the Finance Department of the Office of the Clerk of Courts.)

**4. PROCLAMATION—Proclaiming May 7, 2019 as North Central Florida Regional Planning Council Day—Scott Koons, Executive Director:**

**ASSOCIATED COST: N/A**

**RECOMMENDED MOTION: Approve proclamation as read into the record.**

Chairman Durrance recognized Mr. Koons, who announced the Council's 50<sup>th</sup> Anniversary and gave a [PowerPoint presentation](#) in review of the past 50 years.

Responding to inquiry by Vice-Chairman Dougherty, Mr. Koons stated that FDOT currently has underway a two-year study with a consultant reviewing a process that although not mandated, is provided for in federal legislation to establish rural planning transportation organizations that will give rural commissions the same seat at the table that urban counties have in developing priorities and projects with FDOT. The Council is actively engaged in this process and will keep the county informed.

Mr. Sexton read the proclamation into the record.

*Commissioner Riddick moved, seconded by Commissioner Chandler, and **carried 5-0, to accept the [proclamation](#) as read.***



**5. CONSIDER APPROVAL OF A TOURIST DEVELOPMENT COUNCIL GRANT FOR RURAL DAY SPONSORSHIPS TO ADVERTISE AND PROMOTE BRADFORD COUNTY AND MUNICIPALITIES DURING THE RURAL DAY EVENT ON APRIL 17, 2019. TOTAL AMOUNT - \$3,000.00 (City - \$1,500.00 and County - \$1,500.00)—Pam Whittle, Chamber President**

**ASSOCIATED COST:** Two (2) sponsorships at \$1,500.00 ea. – Total \$3,000.00

**RECOMMENDED ACTION:** None.

Chairman Durrance recognized Ms. Whittle, who presented the grant request for consideration.

*Vice-Chairman Dougherty moved, seconded by Commissioner Thompson, and **carried 5-0, to approve the request.***

**6. REQUEST TO MAKE UPGRADES TO THE GOVERNOR CHARLEY E. JOHNS CONFERENCE CENTER USING FUNDS FROM A “SINKING FUND” ACCOUNT IN THE COUNTY BUDGET (G/L account 002-101003, YTD account balance of \$16,669.88)—Pam Whittle, Chamber President:**

Ms. Whittle advised that when the county purchased the Charley E. Johns Conference Center, the decision was made to set funds aside in a Sinking Fund to cover six months' worth of payments. The mortgage for the Conference Center now being paid off, the TDC is requesting permission to use those funds to make needed repairs and to make the building ADA compliant. County resources and manpower will be utilized as much as possible.

Clerk Norman presented comments.

*Vice-Chairman Dougherty moved, seconded by Commissioner Riddick, and **carried 5-0, to approve the request.***

**7. COUNTY ATTORNEY REPORTS—Will Sexton:**

Reminded the Board of the Private Attorney/Client meeting:

NOTICE: pursuant to the requirements of Section 286.011, *Florida Statutes* – regarding the conduct of a closed, attorney-client meeting to discuss pending litigation to which the Board of County Commissioners is presently a party before the Circuit Court of the Eighth Judicial Circuit in and for Bradford County, Florida. The closed, attorney-client meeting shall take place on April 1, 2019 prior to the conclusion of the regular-scheduled meeting and shall last approximately 30 minutes. Present for the meeting will be the Board of County Commissioners, the County Manager and the County Attorney.

**8. SHERIFF REPORTS—Sheriff Smith:**

**A. RESOLUTION—Confirming a Proclamation of a Local State of Emergency  
(March 27-April 2)**

Lt. Shuford presented the resolution for consideration.

*Vice-Chairman Dougherty moved, seconded by Commissioner Chandler, and **carried 5-0, to adopt the resolution.** ([Resolution No. 2019-20.](#))*

Lt. Shuford reported that the Three Pipes project is scheduled to begin today. The water levels are being monitored closely. Although the levels are low, they have not reached the “dangerously low” level.

**9. CLERK REPORTS—Clerk Norman: None.**

**10. COUNTY MANAGER REPORTS—Brad Carter: None.**

**11. COMMISSIONERS’ COMMENTS:**

**Commissioner Riddick:**

- SE 49<sup>th</sup> Fog Seal project is scheduled for this Wednesday.

**Vice-Chairman Dougherty:**

- The need for the construction of a sidewalk in the Pleasant Grove Community.

**12. CHAIRMAN COMMENTS—Chairman Durrance:**

At 10:18 a.m., Chairman Durrance asked everyone except “required” participants of the Private Attorney/Client Meeting to exit the Commission Chambers.

The Private Attorney/Client meeting concluded at approximately 11:00 a.m.

**ADJOURN:** There being no further business, the regular meeting adjourned at 11:03 a.m.



**WORKSHOP – ROAD DEPARTMENT  
MONDAY, APRIL 1, 2019  
11:09 a.m.**

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**PRESENT:** Commissioner District 5 Chairman Frank Durrance  
Commissioner District 3 Vice-Chairman Chris Dougherty  
Commissioner District 1 Commissioner Ross Chandler  
Commissioner District 2 Commissioner Kenny Thompson  
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**ALSO PRESENT:** Brad Carter, County Manager; Rachel Rhoden, Deputy County Manager; Will Sexton, County Attorney; Ray Norman, Clerk of Courts; Jim Farrell, Finance Director; Marlene Stafford, Deputy Clerk; Dean Bennett, Facility Maintenance Director; Mark Crawford, Press; Jerome Kelley, County Engineer; and Jason Dodds, Road Superintendent.

**CALL TO ORDER:** Chairman Durrance called the workshop to order at 11:09 a.m.

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**DISCUSS UTILIZATION OF THE NINTH CENT GAS TAX AND 1-5 CENT GAS TAX**

- **Chip Seal of Roads and Schedule**

Commissioner Riddick and Vice-Chairman Dougherty presented recommendations regarding the development of a road priority plan and potential uses for the gas taxes.

Clerk Norman presented comments regarding the timetable for receipt of the gas tax revenue from the state and how the revenues would be allocated within the budget.

Chairman Durrance presented comments, specifically recommending letting the tax revenue build up through September. This would give Mr. Dodds time to develop a needs/cost assessment for roads.

Vice-Chairman Dougherty added that the Commission should create a list of roads for Mr. Dodds and Mr. Kelley to assess, prioritize and to create a county-wide priority list/plan based on their expert assessment. Barring an emergency, the plan should be adhered to and be made available to the public.

In response to query by Vice-Chairman Dougherty, Mr. Dodds addressed staffing issues: The Road Department is down by seven employees. He believes they can maintain operations by filling four of those positions.



## **DISCUSS ROTATION SCHEDULE THROUGHOUT DISTRICTS**

(Discussed above.)

## **DISCUSS ROUTINE VEHICLE AND EQUIPMENT MAINTENANCE/INSPECTION SCHEDULE**

- **Discuss revising the Road Department mechanic's work schedule to allow maintenance/inspection of equipment and vehicles on Fridays.**

Replying to Chairman Durrance, Mr. Dodds responded that this is already taking place. In addition, all of the small engine repairs will be sent to DOC. The county will supply the parts and inmates will make the repairs. This saves the need for an additional mechanic. He is negotiating with DOC for a heavy equipment mechanic to come to the Road Department on a daily basis to take care of the larger equipment.

## **DISCUSS A MONTHLY REPORT OF ROAD DEPARTMENT ACTIVITY**

The Commission expressed appreciation for and approval of the report for March's activities provided to them by Mr. Dodds via email.

## **DISCUSS A PAVEMENT EVALUATION SYSTEM ON COUNTY ROADS. IDENTIFY PRIORITIES.**

(This item was discussed earlier in the workshop.)

Vice-Chairman Dougherty reported that recently he and county staff, along with Clerk Norman, met with a representative of FACERS (Florida Association of Counties Engineers and Road Superintendents), who made a very informative presentation explaining the purpose of a Pavement and Management Evaluation System. In his opinion, with the expertise of Mr. Kelley and Mr. Dodds, the county is currently in the position to evaluate the road system without having to depend on external resources.

## **DISCUSS UTILIZATION OF PLASTIC PIPES IN CONJUNCTION WITH METAL PIPES OR AS A SOLE PRODUCE USE.**

- **Discuss citizen requests for culverts**

Vice-Chairman Dougherty presented comments.

Mr. Dodds stated that there is a meeting with ADS (Advanced Drainage Systems) following the workshop and they will be better informed about plastic pipes. Plastic pipes are on the FDOT approved materials list.

Mr. Sexton stated that use of plastic pipes would require a minor amendment to the County's Land Development Regulations as the definition of a culvert in the Regulations uses the word "metal".



Discussion was not limited to but included:

- Cost and benefit of plastic versus metal.
- Mr. Dodds to have the discretion of whether to use metal or plastic pipes, based on each situation.

#### **DISCUSS TRAINING STAFF ON BUILDING SIDEWALKS AND INSTALLING MITERED END CULVERTS**

Discussion was not limited to but included:

- Reducing the extent of damage to culverts by employees.
- Providing training in-house.
- Staffing needs for additional work.
- Mitered ends with concrete.
- Safety of mitered end culverts.

#### **DISCUSS INSPECTION OF CULVERTS WHEN IN THE FIELD PERFORMING ROUTINE MAINTENANCE**

Mr. Dodds stated that he has covered this topic with the employees.

Vice-Chairman Dougherty commended Mr. Dodds for his diligence in keeping track of staff time on individual projects, which will be helpful in planning future projects and the budget process.

#### **DIRECTIVES:**

- Defer using gas tax revenue to accumulate a sufficient balance.
- Develop a road priority plan. Within the next 30 days, each Commissioner to provide Mr. Dodds and Mr. Kelley a list of roads for their review and assessment in developing a plan. The list should include milled, chip seal, paved and graded roads.

At the request of Mr. Dodds, there was additional discussion regarding culverts. The discussion was not limited to but included.

- Cost of culverts (including installation) and the likelihood of increasing the prices to recoup expenses.
- Eliminating the term "replacement" culverts and classifying all installations as "new installations".

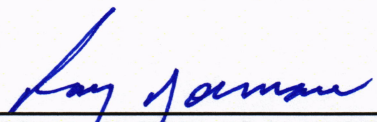


(04-01-19 Regular Meeting & Workshop-Road Dept.)

**ADJOURN:** There being no further business, the workshop adjourned at 11:57 a.m.

**BOARD OF COUNTY COMMISSIONERS  
BRADFORD COUNTY, FLORIDA**

  
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**FRANK DURRANCE, CHAIRMAN**

**ATTEST:**   
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**RAY NORMAN, CLERK TO THE BOARD**

Minutes prepared by Marlene Stafford, Deputy Clerk

**Minutes approved by BOCC at the Regular Scheduled Meeting of** 05-06-19